



**CITY OF MANHATTAN BEACH  
PARKS AND RECREATION COMMISSION  
SPECIAL MEETING**

**Thursday, October 17, 2024  
4:00 PM**

**Location: City Council Chambers**

**A G E N D A**

- A. CALL TO ORDER**
- B. PLEDGE TO THE FLAG**
- C. ROLL CALL**
  - Chair Allen
  - Commissioner Komatinsky
  - Commissioner Zimbalist
  - Commissioner Doran
  - Commissioner Schreiner
  - Commissioner Windes
  - Commissioner Jacobson
- D. APPROVAL OF MINUTES**
- E. CEREMONIAL – none**
- F. AUDIENCE PARTICIPATION (3-Minute Limit)** - The public may address the Commission regarding City business not on the agenda.
- G. GENERAL BUSINESS**
  - 1. 24/1017.01 North Manhattan Beach Business Improvement District Request for Road Closure for December 5, 2024 Holiday Stroll Event
- H. STAFF ITEMS**
- I. COMMISSION ITEMS**
- J. ADJOURNMENT**

If unable to attend in person, the Parks and Recreation Commission encourages the public to participate by submitting comments on agenda items or other subject matter within the jurisdiction of the Parks and Recreation Commission via email to both [lrobb@manhattanbeach.gov](mailto:lrobb@manhattanbeach.gov) and [mleyman@manhattanbeach.gov](mailto:mleyman@manhattanbeach.gov), no later than 3:00 PM, on the day of the meeting.

### **Zoom Meeting Instructions:**

If you plan to speak during the meeting, join via Zoom at 3:45 p.m. in order to request to be on the speakers list.

1. Join Zoom Meeting via the internet (download app if needed): Direct URL: <https://comb.zoom.us/j/93781041645>, Meeting ID: 937 8104 1645  
Please name yourself to include the item(s) you wish to speak on, and your First & Last name. Example: G.1 – Jane Smith.
2. Join Zoom Meeting via Phone Application (download app if needed): Download Mobile Apps: <https://zoom.us/download>, Enter Meeting ID: 937 8104 1645  
Please name yourself to include the item(s) you wish to speak on, and your First & Last name. Example: G.1 – Jane Smith.
3. Join Zoom Meeting via Phone Conference (Voice Only): Phone Numbers: +1 669-900-6833 or +1 346-248-7799. Meeting ID: 937 8104 1645.  
Find your local number: <https://comb.zoom.us/j/93781041645>. Upon calling in, you will be “muted” until you are prompted by the Host to state which item you wish to comment on. Your mic will be unmuted when it’s your turn to provide Public Comment.

Please Note - All microphones for non-Commissioners or Staff will be muted during the meeting, except during Public Comment periods for which you have requested to speak.

The City strongly advises you of the following:

1. Download the Zoom app to your respective device well ahead of the meeting time. Visit <https://zoom.us/> for the download link. Please make sure you have downloaded the most recent version available.
2. Familiarize yourself with the Zoom application prior to the meeting.
3. Check the condition of all personal electronic equipment, internet and phone connections, and microphone/speaker functionality. The City is unable to support this equipment.
4. Join the meeting prior to the start time. Due to security or technical limitations, admittance to the meeting may not be possible after the meeting begins.
5. Every effort will be made to “rename” participants on Zoom as quickly as possible, so that phone numbers are hidden, however, phone numbers may be partially visible for a brief time.

**TO:**

**Members of the Parks and Recreation Commission**

**FROM:**

Mark Leyman, Parks and Recreation Director

Linda Robb, Sr. Management Analyst

**SUBJECT:**

North Manhattan Beach Business Improvement District (NMBBID) Holiday Stroll Event Review and Request for a Road Closure of Highland Boulevard for the Event to be Held Thursday, December 5, 2024, 5:00-9:00 p.m.

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**RECOMMENDATION:**

Staff recommends that the Parks and Recreation Commission discuss, and approve or deny the requested road closure for the NMBBID Holiday Stroll .

**BACKGROUND:**

On July 17, 2018, City Council approved the updated Special Events policy. The policy states that any significant changes to annual events may require Parks and Recreation Commission or City Council approval. Events or changes denied by the Parks and Recreation Commission may be appealed to the City Council.

The NMBBID Holiday Stroll is held annually on Highland Avenue between 32<sup>nd</sup> Street and 40<sup>th</sup> Street. The event features over 75 local businesses, a holiday window display, food, local artist gift fair, shopping, fun and entertainment. For the past few years, a road closure has been allowed closing off 35<sup>th</sup> Street between Highland Avenue and Crest Drive, for a kids' zone. Highland Avenue has never been closed for this event.

**DISCUSSION:**

The NMBBID has requested to close Highland Avenue between Rosecrans and 33<sup>rd</sup> Street. This request has been made in prior years. All previous requests for closure have been denied for the following reasons:

1. Highland Avenue is a main thoroughfare for commuters.
2. Traffic is especially heavy during the requested rush hour times.
3. Rerouting traffic would result in significant impacts to commuters and residents.
4. Emergency access may be impacted

If the road closure is approved, southbound traffic on Highland Avenue would be rerouted at Rosecrans west to Manhattan Avenue, south to 33<sup>rd</sup> Street and then east back to Highland Avenue. resented closes Highland at Rosecrans, rerouting traffic west to Manhattan Avenue south to 33<sup>rd</sup> Street. Northbound traffic would be rerouted on the same path.

The event was reviewed by the Special Events Committee on October 1, 2024. The Committee, including Traffic Manager, Erik Zandvliet and Police Lieutenant Sabosky, does not approve of the road closure due to the negative effect on already heavy rush hour traffic as well as for the reasons listed above. The committee suggested moving the event to a Sunday, when vehicle traffic would be lighter. The Committee approves of all other elements of the event.

**ATTACHMENTS:**

1. Event Application Snapshot
2. Event Site Map with Road Closure





# PERMIT SNAPSHOT REPORT SPEV-24-00069 FOR CITY OF MANHATTAN BEACH

<b>Permit Type:</b> Special Event Permit	<b>Project:</b>	<b>App Date:</b> 09/03/2024
<b>Work Class:</b> PUBLIC PROPERTY	<b>District:</b> City of Manhattan Beach	<b>Exp Date:</b> 09/03/2025
<b>Status:</b> Submitted - Online	<b>Square Feet:</b> 0.00	<b>Completed:</b> NOT COMPLETED
<b>Valuation:</b> \$0.00	<b>Assigned To:</b> Robb, Linda	<b>Approval Expire Date:</b>

**Description:** This is a Manhattan Beach Chamber of Commerce event. The event is the Chamber's yearly N MB Holiday Stroll.

<b>Parcel:</b> 4175022017	Main	<b>Address:</b> 3307 Highland Ave Manhattan Beach, CA 90266	Main	<b>Zone:</b> HIGH DENSITY RESIDENTIAL(HIGH DE NORTH END COMMERCIAL(NORTH EN CNE-D5(CNE-D5) 3(District 3) RH(RH) C(Area C) COASTAL ZONE(COASTAL ZONE)
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Day of Event Contact Maya Brewer 425 15th Street Manhattan Beach, CA 90266 Business: (310) 545-5313 Mobile: (310) 321-8955	Event Organizer Maya Brewer 425 15th Street Manhattan Beach, CA 90266 Business: (310) 545-5313 Mobile: (310) 321-8955	Applicant Maya Brewer 425 15th Street Manhattan Beach, CA 90266 Business: (310) 545-5313 Mobile: (310) 321-8955	Applicant Maya Brewer 425 15th Street Manhattan Beach, CA 90266 Business: (310) 545-5313 Mobile: (310) 321-8955
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**Permit Custom Fields**

1. Cars n/a	10. Dance Floors n/a	11. Alcohol Sales and Consumption Areas no
12. Generators n/a	13. Sound Equipment potentially	14. Lighting n/a
15. Signs standard street banner	16. Portable Restrooms n/a	17. Cooking Equipment n/a
18. Livestock petting zoo	19. Other Equipment n/a Type	2. Semi-Trucks n/a
3. Vans n/a	4. Motor Homes n/a	5. Trailers yes
6. Enclosed Tents n/a	7. Canopies yes	8. Stages yes
9. Live Music yes	Affirm Yes	Alcoholic Beverages? No
Amplified Sound? Yes	Any Fenced Areas? Yes	Any Public Facilities? No
Any Stages, Structures, Tents, Canopies? Yes	Assembly Area/Event Start petting zoo & vendors on 35th (east side highland)	Crowd Control CITY
Disbanding Area/Event End	Event Break Down Date 12/5/2024	Event Break Down Time 10pm
Event End Time 9pm	Event Location between 33rd street and Highland Ave	Event Name North Manhattan Beach Holiday Stroll
Event Route	Event Set-Up Date 12/5/2024	Event Set-Up Time 3pm
Event Start Time 5pm	Event Type Repeat Event (No major changes)	Event Website for Public Relations manhattanbeachchamber.com
Filming or Television Coverage? N/A	If Yes, Provide I.D. or Tax Exempt # 950968754	Is This a Fundraiser Event? No
Is this a Non-Profit Organization? Yes	No. of Participants MEDIUM 300 – 999 PARTICIPANTS	No. of Security Guards
No. of Spectators 0	No. Spaces/Dates – Organizer 4	No. Spaces/Dates - Other
No. Spaces/Dates – Participants	Organization Address 425 15th Street	Organization Name Manhattan Beach Chamber of Commerce NMBBID

# PERMIT SNAPSHOT REPORT (SPEV-24-00069)

Please Provide Post Event Clean-Up Plan	TBD	Provide Event Marketing/Promotion Info	Event will be promoted through the Chamber of Commerce. It will be in the weekly newsletter, in the quarterly paper, social media and the street banner.	Public Relations Contact Email	david@manhattanbeachchamber.com
Public Relations Contact Name	David Archer	Public Relations Contact Phone No.	9494220873	Registration or Entrance Fee	0.00
Requested Event Date (1st Choice):	Dec 5 2024 12:00AM	Requested Event Date (2nd Choice):	Dec 12 2024 12:00AM	Requesting Street Banners?	Yes
Reserved Parking Spaces Needed	Yes	Security Company Name	TBD if required	Security Company Phone No.	TBD if required
Social Media Channels	facebook and Instagram	Sound Company Name	TBD	Sound Company Number	
Special Event	STREET FAIR/FESTIVAL	Special Event - Other		Sponsors	
Street Closure Information	closing 33rd & Highland to Rosecrans and Highland.	Vendors Selling Merchandise?	Yes	Volunteers?	Yes

Attachment File Name	Added On	Added By	Attachment Group	Notes
NMB_HolidayStroll_2023.pdf	09/03/2024 13:44	Brewer, Maya		Site Plan

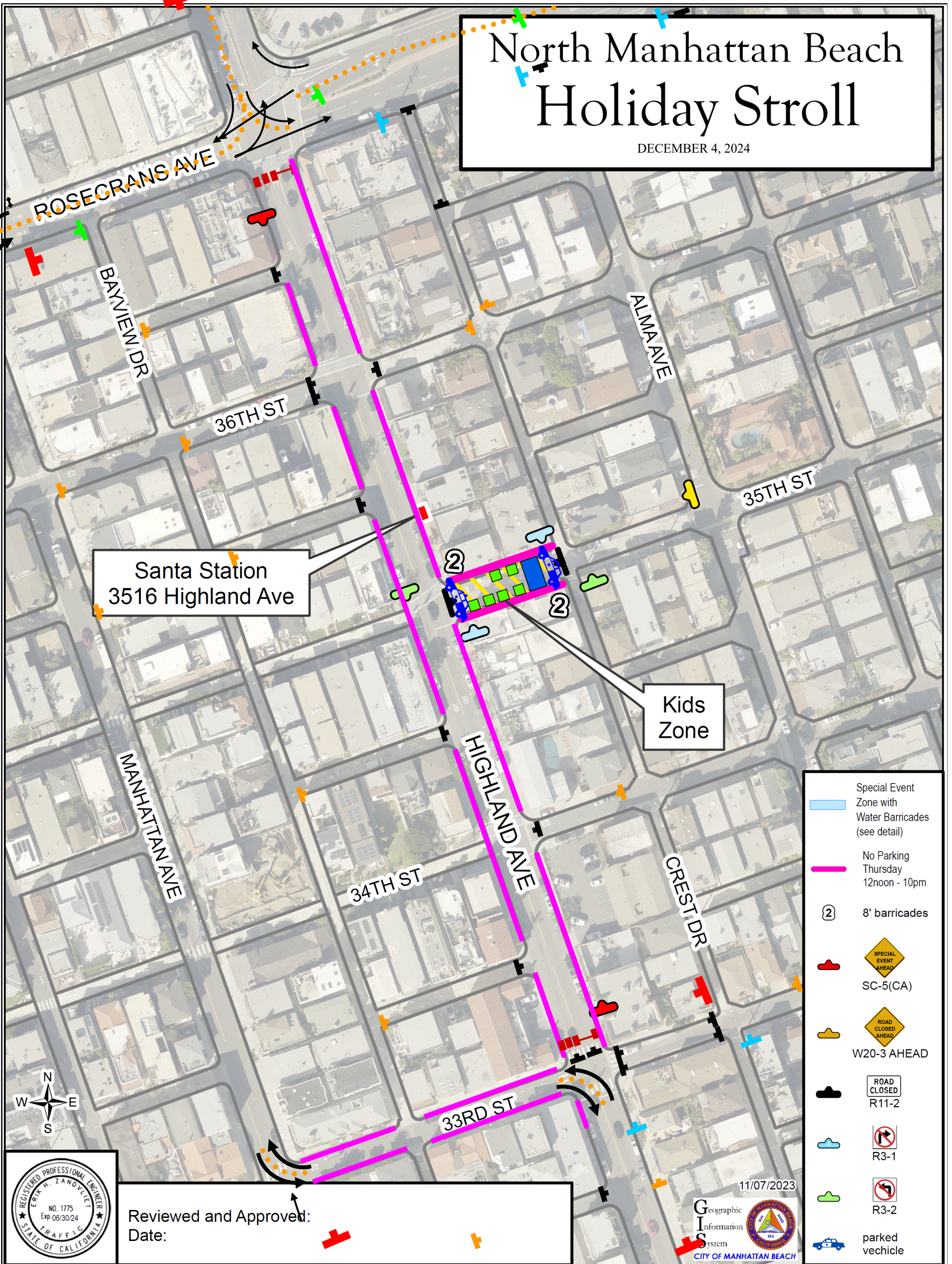
Invoice No.	Fee	Fee Amount	Amount Paid
NOT INVOICED	100-21914-Technology Fee	\$30.78	\$0.00
	Special Event-Repeat Fee	\$1,026.00	\$0.00
<b>Total for Invoice NOT INVOICED</b>		<b>\$1,056.78</b>	<b>\$0.00</b>
<b>Grand Total for Permit</b>		<b>\$1,056.78</b>	<b>\$0.00</b>

Workflow Step / Action Name	Action Type	Start Date	End Date
<b>Review v.1</b>			
Confirm Application Valid v.1	Generic Action		
Special Event Review (All Tiers) v.1	Receive Submittal		
Assess Fees v.1	Generic Action		
<b>Issue Permit v.1</b>			
Issue Permit v.1	Create Report		
<b>Inspections v.1</b>			
Building Site v.1	Inspection		
Final Fire v.1	Inspection		
<b>After Event Review v.1</b>			
Assess Fees v.1	Generic Action		



# North Manhattan Beach Holiday Stroll

DECEMBER 4, 2024



City of Manhattan Beach  
Community Development  
Traffic Engineering Division

HOLIDAY STROLL  
Full Street Closure Option